

COMPENSATION PROGRAM FOR CIRM STAFF

Merit Pay Plan

- A merit funding pool of 0-5% annually for salary levels 1-9 only effective July 1 of each year.
- No employee shall receive more than a 5% merit increase in any one fiscal year.
- A merit increase will be determined through a documented Performance Review by the individual's supervisor.
- An individual whose performance is judged less than satisfactory would not be recommended for a merit increase.
- A merit non-base building lump sum increase may be implemented in lieu of a merit base building increase.
- A completed Performance Review must be on file within the last twelve months to receive a merit increase.
- An employee must be on CIRM payroll at least six months prior to the date of the merit increase or by December 31 of each year unless an exception is made by the President or his designee.
- A merit increase shall not put an employee above the salary range without prior approval by the ICOC.

Cost of Living Adjustment

- A COLA (Cost of Living Adjustment) based on the Consumer Price Index-California (San Francisco Oakland San Jose) for salary levels 1-9 may be offered annually to employees in salary levels 1-9 and will be effective as of July 1 of each fiscal year.

Performance Awards

- Performance Awards shall be funded annually from a 1% appropriation of staff salaries as of July 1 of each fiscal year for salary levels 1-9.
- Performance Awards will be used to recognize exceptional staff contribution on a team or a project over a period of time that is significantly above and beyond one's regular duties and responsibilities.
- Criteria for the Performance Award will be approved by the President or his designee
- Performance Award funding that is not used in a plan year will not rollover into the next fiscal year.
- A Performance Award is a onetime non-base building pay increase.

Salary Range Adjustment

- The salary ranges may be adjusted annually with the start of the fiscal year based on the Consumer Price Index-California (San Francisco Oakland San Jose).
- A salary range adjustment should address local labor market trends as well as recruitment and retention issues.

- This adjustment will not result in an automatic increase for an employee unless he/she falls below the new minimum of the salary range.

Guidelines for Promotion, Merit, Equity and COLA Adjustments

- An employee's total salary increase(s) in any fiscal year shall not exceed 15% of base pay unless approved by the President.
- Increases include all base building monetary increases such as merit, COLA, promotional, and equity increases.
- The President may approve compensation changes for employees within the salary ranges for all levels.
- **An employee shall not be paid outside the salary range unless approved by the ICOC.**
- All increases must be approved in writing by the President or his designee.

APPROVED BY THE ICOC BOARD AT THE JANUARY 17, 2008 MEETING AND
UPDATED AT THE JUNE 23, 2010 ICOC BOARD MEETING. FURTHER UPDATED BY
THE ICOC BOARD ON DECEMBER 17, 2015.